

Local Emergency Planning Committee (LEPC)

January 5, 2016

Richmond County Health Department

Present: Tommy Jarrell, Donna Wright, Bob Smith, Karen Bellamy, Andy Borgstrom, Chad Clark, John Parsons, Cynthia Bradley, Michael Quinn, and Holly Haire

Meeting called to order by Tommy Jarrell, Director of Richmond County Health and Human Services.

Previous meeting minutes approved as written with changes made to the spelling of Karen Bellamy's name and the NCEMA acronym.

Old Business:

- Donna Wright continues to work on the final revisions of the HEMP plans for Trinity; after the Trinity plans are completed the plans for Cascades, CSX and Duke Energy will be finalized.

New Business:

- Tommy Jarrell informed the group that per the LEPC By-Laws that the committee is past due in electing officers (i.e. chairman and vice-chairman). It was discussed that nominations for each of these positions would be taken by the secretary until the next scheduled meeting in April. At the April meeting the election process will reconvene. The secretary position is not noted in the By-laws therefore can not be voted on at this time. A change in By-laws will need to take place prior to the secretary position to becoming an elected committee position.

INSERT FROM BY-LAWS

ARTICLE IV

OFFICERS

- Section 1.** **Named** – The officers of the Committee shall consist of a Chairman and a Vice-Chairman.
- Section 2.** **Election and Term** – The Committee shall elect, from its own membership, a Chairman and a Vice-Chairman. The Vice-Chairman shall ascend to the Chairman's position if the Chairman is unable to fulfill his obligation. Both the Chairman and Vice-Chairman shall serve for two years or until their death, resignation, retirement, removal or disqualification. At the first meeting of each second year, an election shall be held to elect the new Chairman & Vice-Chairman.
- Section 3.** **Vacancies** – All vacancies shall be filled in accordance with SARA Title III requirements and local appointing rules and regulations.

ARTICLE V

DUTIES OF OFFICERS

- Section 1.** **Duties of the Chairman** – The chairman shall preside at all meetings of the Committee, preserve order during its meetings, appoint all subcommittees, serve as an ex-officio member of such subcommittees, and sign all minutes, and such record, vouchers, or other documents connected with the work of the Committee requiring such signature. On an annual basis, the Chairman shall develop and review goals and objectives with Emergency Management staff. These goals and objectives shall be presented to the LEPC members for approval by a vote.
- Section 2.** **Duties of the Vice Chairman** – In the absence of the chairman or in the event of his inability or refusal to act, the Vice Chairman, unless otherwise determined by the Committee, shall perform the duties of the Chairman, and when so acting shall have all

the powers of the chairman. He shall exercise such duties as from time-to-time may be assigned to him by the Chairman or the Committee.

- Donna Wright informed the group of an email that she receives from pertaining to State LEPC news and updates. She shared a copy of her most resent email with the group and advised that she would be forwarding the actual email to be distributed through the LEPC distribution email list.
- Donna Wright reiterated the importance of LEPCs as was the topic of the NC LEPC Symposium hosted at RCC in December 2015. Donna will contact EnviroSafe for a copy of their PowerPoint presentation used at the symposium to distribute through our LEPC email list.
- Donna Wright explained that the MidCarolina RAC (Regional Advisory Committee) and the Triad RAC are planning a large hurricane driven patient surge exercise. The exercise will begin with a tabletop exercise event in January 2016 and a full scale exercise in 2017.
- Donna Wright announced that Richmond County has been awarded a grant to hold a SAR (Search and Rescue) exercise. The exercise will run continuously for 5 days exercising the skills of fire, rescue, law enforcement, state and local emergency management, and local partners. LEPC and county government employees are invited to participate as well.
- Holly Haire invited the group to be observers in the health department's upcoming full scale exercise that will exercise their SNS (Strategic National Stockpile) plan. There will be an LRS (local receiving site), an open POD (Point of Dispensing) and a closed POD exercised along with the activation of the EOC. This will take place at the Richmond County Health Department for anyone who would like to check-in to be an observer at any one (or all) of the sites.

HAZ MAT Report for last quarter- Presented by Donna Wright

- 15 Gas Leaks (LP)
- 1 Fuel Spill
- 1 Meth Lab
- 2 Train car leaks
- 1 Train derailment

Round Table Discussion:

Piedmont Natural Gas (John and Chad) – spoke of their upcoming company- wide ICS-100 training requirement; other ICS trainings to follow.

Donna and Tommy discussed the possibility of having ICS trainings taught in a classroom rather than on-line training for employees.

Next meeting April 5, 2016; Location TBD

Meeting adjourned.

Compiled by Holly K. Haire, REHS